

Meeting of the Board of Library Trustees

Tuesday, August 12, 2014

Call to order

Vice Chair Diane Gordon (DG) called the meeting to order at 7:15 p.m. In attendance were trustees Katharine Fennelly (KF), Joyce Radochia (JR), Barbara Muldoon (BM), Adam Delmolino (AD), and Frank Murphy (FM). Also in attendance: Library Director Ryan Livergood (RL), and Assistant Director Andrea Nicolay (AN). Heather Calvin (HC) arrived late.

Approval of Minutes

The Trustees reviewed the minutes from the June 19 meeting, and the minutes were approved. (KF/FM)

Community Time

No community members present.

Director's Report

There are still issues to consider around parking changes. RL is talking with the planning department and the Town Manager. The Board of Selectmen still need to make a decision. The Trustees expressed concern for Yvonne Coleman's health; RL reassured everyone that she's on the mend.

Town Day Booth

Trustees will take two-hour shifts at the booth, and the date is Sept. 13. Slots are 9-11, 11-1, and 1-3. JR may have a commitment; more to come. DG will take the 9-11 shift, AD will take 1-3, and KF will take 11-1. FM isn't sure he's able to make it. Library staff will also be available, and RL and AN will be there. We'll be next to the Foundation booth, where the "dream tour of the library" raffle will be held by the Foundation (featuring RL, Richard Duffy, and Maryellen Loud).

Schedule of Sunday Openings

RL shared the numbers. Oct-May, excluding Easter and Memorial Day weekend: 33 Sundays, to be funded by municipal dollars. There is a balance of around \$5K in left in the Sunday fund. The expectation of donors is that we'd fund Sundays with their money. The Board wondered if we could use those funds to support Saturdays in the summer someday. RL will find out the rules/legalities. Motion to use remaining Sunday funds for two Sundays in September (9/21 and 9/28), and the first two weekends in June. Unanimous vote in favor. (FM/AD) Amend the motion to 9/14 and 9/21 due to an event scheduled to take place on 9/28. (KF) Unanimous vote in favor.

Russell Fund Report

The Board commented that they liked the pictures included. This report is more robust than last year's, for the better. Board commented on the challenges. If we have the ability to add more support for the Russell Fund, why not add it? Should we enlist more teenagers to help with

programs, too? We must keep in mind that some program performers need handling by a professional. Decision to hold the discussion until we get to the Russell Fund request portion of the agenda. If more funding would be available, then bring that possibility to Karen for feedback and then vote at the next meeting. RL says we could approve the proposed budget tonight, if the Board wishes to do so. Motion to approve the report (KF/AD). Unanimous vote in favor.

Foundation Update

It was a quick meeting; they discussed the Town day booth and raffle. Maryellen Loud is putting together a fact sheet about the different groups that support the library. Alan Reedy is now a member of Foundation Board. Friends of Fox description on fact sheet was amended because their 501-c-3 restricts fundraising to Fox. RL notes the fact sheet is an internal document and not every Foundation Board member has seen it yet. Foundation Board will vote on it in August. It could be possible for this fact sheet to be distributed at Town Day. Trustees expressed concern about clarity, and the tone in some sections of the document. Bottom line: fact sheet is still a work in progress.

Friends Update

Friends rented a POD for Town Day book sale. Board expressed thanks for all the Friends' work.

Formal Approval: Library Strategic Plan

RL put in some wording about looking for ways to increase hours. Also added: evaluation forms for childrens' programs; annual survey every June to see where we are re: satisfaction. Dept. head monthly reports will reflect progress on Strategic Plan goals. BM comments that all the action items begin with verb except for some; shouldn't structure be parallel? AD expresses concern about picking particular technologies, e.g. smart whiteboards. Change language to something more "exploratory." Idea was offered to fill iPods with music of the era and distribute to Assisted Living facilities and similar. Library bike idea vs. pop-up library was discussed. RL's concern re: pop-up libraries is that a truck would be needed, plus storage, plus staff to maintain. Motion to approve the plan with amendments to sentence structure and addition of page numbers, plus expand on the parenting section point in #2. (FM/AD) Unanimous vote in favor of the Strategic Plan.

Policy for Approval: Local Authors Shelf Policy

HC arrived at 8:20 and took over as chair. RL explained that the number of authors approaching us with their work has increased, and it's tough to put staff in a position to have to say no to local authors. Discussion of policy ensued. Amendment: eliminate section from "On occasion.." and bullets below. Also: "may be available for up to one year" change to second-to-last bullet point. Motion to approve. (KF/JR) Unanimous vote.

Approval of FY 2015 Trustee Goals

DG went back to the older guides to being a trustee. The main difference is the addition of an advocacy goal. Positive feedback from Board. Should there be a liaison to the Foundation? Yes--add to goal 2, point 1. DG volunteers to be liaison to the Friends of Fox Board. FM

commented on advocacy point. Instead, “advocate for support of Arlington Libraries.” Some discussion of wording of Goal 2 point 1. Motion to approve as amended. DG summarized changes for the Board. (KF/FM). Unanimous vote to approve.

Approval of FY 2015 Administration Goals

RL suggests delaying approval to next meeting, Board agrees in interest of time.

Report of FY 2014 Russell Fund Expenditures and Vote for FY 2015 Russell Fund Allocations

How much is there to allocate? BM went over history of Russell Fund. If we treated the Russell Fund the way we’re treating the other funds, we could raise the fund to \$50K. BM suggests we think about increasing the funds. KF suggests going to Karen and explaining we have \$10K more. \$56K might be available if we go with 4.5%, but we’ve never used 4.5% as a guide before. The treasurer’s letter said 4.5% is the limit. Board suggests we go to Karen Dillon with a specific number and ask for suggestions to address the challenges, then bring those to the Board. Written clarity is requested with regard to definition of “child.” FM to speak w/ Gordon Russell; RL to look at fund guidelines. Motion to approve funds for FY 2015 and approach coordinator with an inquiry: what would she do with up to \$10K more? (KF/AD) Passed unanimously.

Report of FY 2014 Trust Fund Expenditures and Vote for FY 2015 Allocations

FM explained spreadsheet format. HC asks about difference between “Income” funds vs. “Non-income” funds, and FM explained. We have an option in 2015 to spend 4.5% of fund. Recommendation is to stick with income only for the six small “income” trust funds. RL confirmed with Stephen Gilligan that we can use the carry-over from FY14. Suggestion to approve 4% across the board (BM suggestion). RL elaborated on all of the requests for FY15. Motion to approve budget (KF/DG). Majority voted yes, BM voted no. Print fund approval (KF/FM). Unanimous approval.

Communications

Re: Arlington Community Education request, KF suggests Board makes a motion to approve the yoga program as an exception to the meeting room use policy (KF/DG). Unanimous approval. Re: Book Rack proposal, HC points out that our gifts policy might cover this. Motion to proceed with caution in line with our gifts policy. Look at Gifts policy and revisit this request at the next meeting. Re: Community Preservation Act (request for endorsement by Board of Trustees). Board had a lengthy discussion about whether or not to formally endorse the Community Preservation Act for Arlington. Motion made to support the CPA as a Board. (KF/AD) FM/JR opposed; majority ruled in favor.

Unanticipated Items

No unanticipated items.

Date of Next Meeting

Next meeting: September 9, 7:15 p.m.

Adjournment

Meeting was adjourned at 10:20 p.m. (KF/DG)

Materials Distributed

- Meeting agenda
- June 2014 meeting minutes
- Summer 2014 Director's Report
- Library Strategic Plan draft
- FY2014 Russell Fund Report draft
- Town Day Fact Sheet draft
- Local Author Shelf Policy - draft
- Robbins Library Board of Trustees Goals and Objectives FY 2014
- Russell Fund Budget
- FY2014 Trust Funds Budget
- FY2015 Trust Funds Budget Proposal
- Arlington Community Education request
- Community Preservation Act endorsement request
- Book Rack Speed Read donation request